

Technology Committee Minutes
April 4, 2013 – 4:00 p.m.

Present: Chairman Veitch; Supervisors Raymond, and Barrett; Robert Kingsbury, Data Processing; Brian O’Conor, Auditor; Ryan Moore, Mgmt. Analyst; Jack Kalinkewicz, Personnel.

Chairman Veitch called the meeting to order and welcomed all in attendance.

On a motion made by Mr. Barrett, seconded by Mr. Kingsbury the minutes of the March 7, 2013 meeting were approved unanimously.

Mr. Veitch said the Paperless Office initiative has been initiated. A memo was sent from the County Auditor’s office asking Department Heads what forms they could foreseeably put on to the County’s Intranet server page. The idea is to have paperwork locally printed rather than sending it to the print shop and, if possible, filling them out and keeping them electronically.

Mr. Veitch said the county IT Infrastructure has had some issues that have to be worked out. The County Administrator and the Data Processing Director have had meetings to discuss the issues and it appears that there is a direct need for the outside internet coming in to the main complex from building 5 where it needs to be upgraded substantially in order to continue to do electronic upgrades. Discussions have taken place with a consultant of Cisco Systems who has offered at no cost to give some advice as to what should be done.

Mr. Kalinkewicz said MM Hayes has begun the process of loading the general rules of departments into the time and attendance system.

Mr. Kingsbury said most of the time clocks have been assembled with one time clock to be mounted tomorrow for a test run.

Mr. Veitch announced the retirement of Mr. Kingsbury on April 25, 2013.

On a motion made by Mrs. Raymond, seconded by Mr. Barrett the meeting was adjourned unanimously.

Respectfully submitted,
Chris Sansom